MM Matters

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Introducing…*MM Matters*

In an effort to improve communications and increase usability of the system, AASIS Support Center's Materials Management (ASC-MM) staff plan to issue occasional newsletters targeted to AASIS users assigned Procurement roles. These newsletters will be posted on the AASIS website and a system message will be issued in AASIS to notify users when a new edition has been published.

Topics will include navigation information, tips and tricks, FAQs, and specific information about business processes. We know everyone is busy, so the plan is to keep the newsletters simple and concise, but sometimes a fun activity may appear!

Improved Option for PO List Displays Facilitates Downloads to Excel

An improved 'Scope of List' option allows PO List Display transactions (ME2N, ME2L, ME2K) to be converted to ALV-grid format, providing all data on a single line. Benefits of this format include the ability to change the report layout to either hide or add fields, as well as an improved layout when the report is downloaded to Excel.

To use this option, click the possible entry icon in the Scope of List field and choose 'BEST_ALV'.

Personal Screen Layouts for Procurement Transactions

<u>Screen Layout Management</u>

Because the Procurement transactions (ME51N, ME52N, ME53N, ME54N, ME21N, ME22N, ME23N, ME29N) contain many fields not used in AASIS, it may be beneficial to users to create a personal screen layout which can be saved as a user-specific default presentation.

<u>Change Layout</u>

Transactions which have the Layout settings icon, such as the Purchase Requisition transactions, enable users to select and align columns with the aid of the ABAP List Viewer. For transactions without this icon, such as the Purchase order transactions, the user can manually move/close columns and/or adjust column width to achieve the desired look, then save these settings using the Table settings icon. The ABAP List Viewer method is presented in this issue of *MM Matters*.

<u>Changing Screen Layouts Using the Layout Settings Icon</u>

1. Use the menu options selection to the right side of the Layout settings icon to select the menu option Change Layout.

2. Use the left and/or right arrows located in the center of the Columns and Column set sections to move columns in and out of the table. Highlight the column name and click the desired arrow.

3. Use the up and/or down arrows above the Columns section to change the position of the columns within the table. Highlight the column name and click the desired arrow.

4. When set as desired, click the <Save> icon. The system will present the Save layout dialog box.

5. In the Save layout field, enter a short title for the layout. **(Do not save as system-defined defaults!)**

6. In the Name field, enter a description for the layout.

7. Select the User-specific checkbox and the Default setting checkbox to use this setting each time you access the transaction. (Failure to select the User-specific setting may cause the newly defined setting to be the default setting for all AASIS users.)

8. Click the green check, continue icon, or press <Enter>. The column settings as defined are presented.

More details, including screen shots, may be found on the AASIS website. See "Making Personal Screen Layout Using Layout Settings" under demonstrations on the PPAZ courseware page located here:

http://www.arkansas.gov/dfa/aasis/AASIS_Training/MATERIALSMGMT/aasis_training_PPAZ.html

Word Scramble

PROCUREMENT DOCUMENT TYPES

	Scramble	Answer
1	RGNOA UETETEMNIEL	
2	OAUPE DEHCSRRR	
3	SI SEOHPAREIRIUCTUQN	
4	TSFEOR OPAORSRQULPE	
5	URNEU TTQS QAOFOORTIE	

Upcoming Topics:

- ➢ Changing Screen Layouts Using Table Settings
- ➢ Search help on vendors and materials
- ➢ Answers to Word Scramble

We hope you found this information helpful, and we welcome your feedback and suggestions for topics you would like to see covered.

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